
2019 AP Exam Ordering

For 2018-19 School Year

Kentucky Department of Education

March 21, 2019

AP[®]

CollegeBoard



KY HB 200

April 13, 2018

GENERAL ASSEMBLY COMMONWEALTH OF KENTUCKY

2018 REGULAR SESSION

HOUSE BILL NO. 200

AS ENACTED, VETOED, AND OVERRIDDEN

FRIDAY, APRIL 13, 2018

6 **(5) Advanced Placement and International Baccalaureate Exams:**
7 Notwithstanding KRS 160.348(3), included in the above General Fund appropriation is
8 \$1,000,000 in each fiscal year to pay the cost of Advanced Placement and International
9 Baccalaureate examinations for those students who meet the eligibility requirements for
10 free or reduced-price meals.

AP Central

Motivate students to do their best on the AP exam by sharing university credit policies.

Make sure that students that have qualifying scores have submitted those scores to their college or university!

Kentucky AP Credit Policy

<http://cpe.ky.gov/policies/academicaffairs/standardacceptable-scores-CLEPandAP.pdf>

Kentucky Standard Acceptable Scores for National Exams Table (Revised September 30, 2016)

Advanced Placement (AP) Exams – Sciences and Mathematics (Course Prefix(es), Number(s), and Credit Hours Awarded)										
Biology	Score	KCTCS	Eastern	KY State	Morehead	Murray	Northern	UK	UofL	Western
	3	BIO 112 (3)	BIO 100 (3)	BIO 101 (3)	BIOL 105 (3)	BIO 101,115 (7)	BIO 120 (4)	BIO 102, 103 (6)	BIOL 102 (3)	BIOL 113 (3)
	4	BIO 112 (3)	BIO 111 (4)	BIO 111 (4)	BIOL 105 (3) or BIOL 171 (4)	BIO 101,115 (7)	BIO 150/150L (4) or BIO 120/120L (4)	BIO 103, 148, 152 (9)	BIOL 102 (3)	BIOL 113, 114 (4)
	5	BIO 112 (3)	BIO 111, 112 (8)	BIO 111 (4)	BIOL 105 (3) or BIOL 171 (4)	BIO101,115,216(11)	BIO 150/150L (4) or BIO 120/120L (4)	BIO 103, 148, 152 (9)	BIOL 102 (3)	BIOL 120,122 (6)
Chemistry	Score	KCTCS	Eastern	KY State	Morehead	Murray	Northern	UK	UofL	Western
	3	CHE 170 (3)	CHE 101, 101L (4)	CHE 101,110 (4)	CHEM 101 or 111 (4)	CHE 101 (4)	CHE 120,120L (5)	CHE 105,111 (4)	CHEM 201 (3)	CHEM 116 or CHEM 101 (3)
	4	CHE 170, 180 (6)	CHE 111, 111L (4)	CHE 101,110, 102, 120 (8)	CHEM 101 or 111 (4)	CHE 105 (4)	CHE120,120L,CHE121, 121L(8)	CHE 105, 111 (4)	CHEM 201,202 (6)	CHEM 105,106 (4) or CHEM 120,121 (5)
	5	CHE 170, 180 (6)	CHE 112, 112L (4)	CHE 101,110, 102, 120 (8)	CHEM 101 or 111 (4)	CHE 105 (4)	CHE120,120L,CHE121, 121L(8)	CHE 105,107,111 (7)	CHEM 201,202 (6)	CHEM 105,106 (4) or CHEM 120,121 (5)
Environmental Science	Score	KCTCS	Eastern	KY State	Morehead	Murray	Northern	UK	UofL	Western
	3	EST 150 (4)	GEO 110 (3)	BIO 103 (3)	BIOL 155 (3)	BIO 103 (3)	ENV 110 (3)	EES (Earth & Environmental Sciences) 110 (3)	BIOL 263 (3)	AGRI 280or BIOL 280 or ENV 280 or PH 280 (3)
	4	EST 150 (4)	GEO 110 (3)	BIO 103 (3)	BIOL 155 (3)	BIO 103 (3)	ENV 110 (3)	EES 110 (3)	BIOL 263 (3)	
	5	EST 150 (4)	GEO 110 (3)	BIO 103 (3)	BIOL 155 (3)	BIO 103 (3)	ENV 110 (3)	EES 110 (3)	BIOL 263 (3)	
Physics B	Score	KCTCS	Eastern	KY State	Morehead	Murray	Northern	UK	UofL	Western
	3	PHY 201,203 (8)	PHY 101 (3)	PHY 207 and PHY 208 (8)	SCI 123 (3)	PHY 130, 132 (6)	PHY 110 (4)	PHY 151,152 (6)	PHYS 221,222,223,224 (8)	PHYS 101 (3)
	4	PHY 201,203 (8)	PHY 101 (3)	PHY 207 and PHY 208 (8)	PHY201,201A,202, 202A (8)	PHY 130, 132 (6)	PHY 211 (5)	PHY 151,152 (6)	PHYS 221,222,223,224 (8)	PHYS 231, 232 (4)
	5	PHY 201,203 (8)	PHY 201 (5)	PHY 207 and PHY 208 (8)	PHY201,201A,202, 202A (8)	PHY 130, 132 (6)	PHY 211, 213 (10)	PHY 151,152 (6)	PHYS 221,222,223,224 (8)	PHYS 231,232 (4)
Physics C- Mechanics	Score	KCTCS	Eastern	KY State	Morehead	Murray	Northern	UK	UofL	Western
	3	PHY 231 (4)	PHY 101 (3)	PHY 211 (5)	PHY 231 (5)	PHY 235 (4)	PHY 211 (5)	PHY 231 (4)	PHYS 295,298 (5)	PHYS 101 (3)
	4	PHY 231 (4)	PHY 201 (5)	PHY 211 (5)	PHY 231 (5)	PHY 235 (4)	PHY 220 (4)	PHY 231 (4)	PHYS 295,298 (5)	PHYS 231, 232 (4)
	5	PHY 231 (4)	PHY 201 (5)	PHY 211 (5)	PHY 231 (5)	PHY 235 (4)	PHY 220 (4)	PHY 231 (4)	PHYS 295,298 (5)	PHYS 255,256 (4)

Where do I begin?

2018-19 AP Coordinator's Manual

AP[®] Coordinator's Manual

2018-19



EXAM DATES

May 6–10 | May 13–17



AP Central

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AP Central

Home About AP AP Courses & Exams AP Scores Professional Development AP Coordinators

Exam Ordering & Fees

This page features important changes that pertain to the annual AP Exam administration. Refer to other areas in this section to review information on exam fees and reductions, find out how to order exams, and learn about special circumstances for late testing and homeschooled students.

AP Coordinators

- Overview
- Important Changes
- Annual Calendar & Deadlines
- Exam Ordering & Fees**
- Exam Fees
- Ordering Exam Materials
- Late-Testing Policies
- Preparing for Exam Day
- Exams Requiring Special Prep
- On Exam Day

Section Topics

Exam Fees
Find information on fees, refunds, reductions, and federal and state assistance.

- AP Exam Fee Reductions
- Federal & State Assistance

Ordering Exam Materials
Learn how to order exams and the special formats available for students with disabilities.

- Ordering Help
- Homeschooled Students

Late-Testing Policies
Review the late-testing policy and fees.

Related Topics

- Services for Students with Disabilities
- Exams Requiring Special Prep
- Exam Dates and Fees

AP Coordinator: Role

Thank you for serving as the AP® coordinator for your school. It's an important role—you'll manage the ordering, receipt, distribution, administration, and return of AP Exam materials.

- **The AP coordinator may be a full- or part-time administrator, counselor, faculty member, or other school staff member who doesn't teach an AP course**
- A conflict of interest may result in score cancellation. To avoid any conflict of interest, the AP coordinator cannot:
- Be the AP coordinator in the year they are an AP teacher.
- Be the AP coordinator in the year an immediate family or household member may be taking an AP Exam at the school where the coordinator works or at any other school. Coordinators have access to all AP Exams, which presents a conflict of interest.
- Be employed part or full time at a test preparation company.
- Participate in any coaching activity that addresses the content of secure College Board tests.
- Proctor an AP Exam in a subject area they currently teach or have taught.
 - See the table “AP Subject Areas for Assigning Proctors” on page 31.

2019 AP Exam Dates

Week 1

View the schedule online:
[collegeboard.org/
apexamdates](https://collegeboard.org/apexamdates)

2019 AP Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 p.m.
Monday, May 6	United States Government and Politics	Chinese Language and Culture Environmental Science
Tuesday, May 7	Seminar Spanish Language and Culture	Japanese Language and Culture Physics 1: Algebra-Based
Wednesday, May 8	English Literature and Composition	European History French Language and Culture
Thursday, May 9	Chemistry Spanish Literature and Culture	German Language and Culture Psychology
Friday, May 10	United States History	Computer Science Principles Physics 2: Algebra-Based
Studio Art—last day for coordinators to submit digital portfolios (by 8 p.m. ET) and to gather 2-D Design and Drawing students for physical portfolio assembly. Teachers should have forwarded students' completed digital portfolios to coordinators before this date.		

2019 AP Exam Dates

Week 2

View the schedule online:

[collegeboard.org/
apexamdates](https://collegeboard.org/apexamdates)

Week 2	Morning 8 a.m.	Afternoon 12 p.m.	Afternoon 2 p.m.
Monday, May 13	Biology	Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 14	Calculus AB Calculus BC	Art History Human Geography	
Wednesday, May 15	English Language and Composition	Italian Language and Culture Macroeconomics	
Thursday, May 16	Comparative Government and Politics World History	Statistics	
Friday, May 17	Microeconomics Music Theory	Computer Science A Latin	

2019 Late Testing Schedule

	Morning 8 a.m.	Afternoon 12 p.m.
Wednesday, May 22	English Language and Composition European History Microeconomics Physics C: Mechanics Psychology Statistics	Art History Chemistry Computer Science A Japanese Language and Culture Music Theory Physics C: Electricity and Magnetism
Thursday, May 23	Biology Computer Science Principles Environmental Science Physics 1: Algebra-Based United States History World History	Chinese Language and Culture French Language and Culture Italian Language and Culture Latin Physics 2: Algebra-Based
Friday, May 24	Calculus AB Calculus BC English Literature and Composition Human Geography Seminar United States Government and Politics	Comparative Government and Politics German Language and Culture Macroeconomics Spanish Language and Culture Spanish Literature and Culture

Late-Testing Policy

No Additional Fee Incurred	Additional Fee Incurred: \$45 per exam*
<ul style="list-style-type: none"> • Academic contest/event* • Athletic contest/event* • Conflict with IB or Cambridge exam • Conflict with nationally, province-, or state-mandated test • Disabilities accommodation issues • Emergency: bomb scare or fire alarm • Emergency: serious injury, illness, or family tragedy • High school graduation* • Language lab scheduling conflict • Religious holiday/observance • School closing: election, national holiday, or natural disaster • Strike/labor conflict • Student court appearance* • Two AP Exams on the same date and time <p>*Added for 2018-19</p>	<ul style="list-style-type: none"> • Conflict with non-AP, non-IB, or non-Cambridge exam • Family/personal commitment • Ordering error • Other school event • School closing (local decision, non-emergency) <p>* Students who qualify for College Board Fee Reductions will not incur the \$45 charge if alternate testing is required for one of these reasons.</p> <p>Should you have an exceptional circumstance not covered in the list, contact AP Services for Educators at 212-632-1781 or 877-274-6474</p>

Ordering

Walkthrough of Online Exam Ordering

Online AP Exam Ordering

-
- Each AP coordinator listed on the Exam Ordering returned Participation Form will receive an email containing an access code for the ordering website.
 - Schools with outstanding balances from the previous year's exams are not able to order AP Exams for the current year until their bills have been paid in full.
 - The ordering site is now available:
collegeboard.org/apordering

AP Exam Ordering

Dates and Deadlines

Date	Information	Deadline
February	SSD Accommodations Deadline for AP Exams	February 22, 2019
March	For AP Computer Science Principles, AP Seminar, and AP Research Exams all schools in the U.S., U.S. territories, and Canada must also order preadministration materials.	March 13, 2019
March	Priority deadline for schools in the United States, U.S. territories, and Canada to order AP Exams. Submit orders by this date to ensure timely processing and delivery.	March 29, 2019
April	Priority deadline to order an AP Exam without incurring \$55 late fee.	April 12, 2019
April	Last day to order AP Exams.	April 19, 2019
April	AP Research and AP Seminar students must submit all final performance tasks and all presentations must be scored by AP Research and AP Seminar teachers by this date. AP CSP students must submit their performance tasks as final by this date.	April 30, 2019
May	AP Course Audit System Reopens for 2019-2020	January 2020

Additional Exam Deadlines

- **May 17th** - Deadline for schools to order alternate exams for late testing.
- **June 1st** - Deadline for AP Services to receive all exam materials. Schools are billed twice the fee for each exam in shipments received after this date.
- **June 15th** - Postmark deadline for exam payments and invoices submitted to AP Services. Late payments incur a \$225 fee.
 - Deadline for AP Services to receive students' requests to change college score report recipients, cancel scores, or withhold scores from the college indicated on their 2019 AP registration answer sheet.

Ordering AP Computer Science Principles Exams

- Before ordering the end-of-course exams for AP CSP, review the Student Indicator in the AP Digital Portfolio to be certain students indicated they're taking the exam.
- Priority deadline for AP CSP Exam orders was March 13. If you did not order by that date, please order by end of this week, even if you're not planning to offer pre-administration sessions. This is to ensure that students receive their Student Packs in time to enter their AP numbers to the AP Digital Portfolio before the **April 30 submission deadline for performance tasks.**
- Orders for pre-administration materials can only be placed with the initial exam order, so be sure to have all AP CSP exams included in your initial order.

Ordering AP Capstone:

AP Seminar AP Research

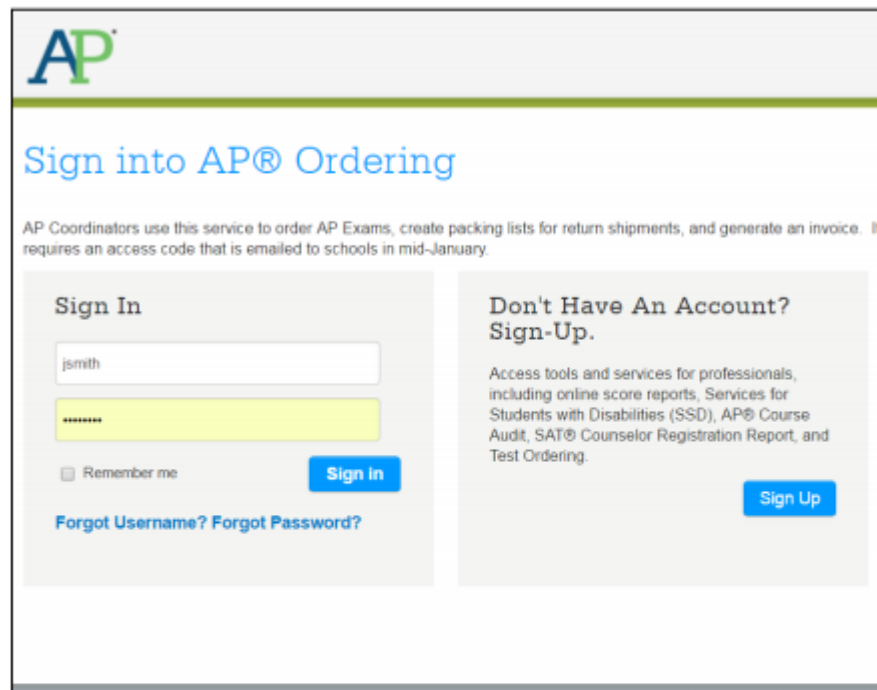
Requirement for AP Research:

Be sure to order an AP Research Exam for each student enrolled in the course, even though there's no end-of course exam. Without an exam order, their performance task will not be scored.

- We strongly recommend ordering AP Seminar and AP Research Exams and pre-administration materials by March 13, to receive AP Student Packs by April 5, even if you're not planning to offer pre-administration sessions.
- This is so AP Seminar and AP Research students will have their AP number in time to enter it into the AP Digital Portfolio before the **May 2, 2019**, 11:59 p.m. ET submission deadline for their performance tasks.
- Because orders for pre-administration materials can only be placed with the initial exam order, you need to have all of your AP Seminar and AP Research Exams included in your initial order.
- Schools in the U.S. can order pre-administration materials **until April 3**; however, this will give your students less time to enter their AP numbers.
- Orders placed between March 14 and April 3 will be delivered by April 15 (see page 19 of manual).
- An exam order should be placed for each student enrolled in the AP Digital Portfolio.

AP Exam Ordering Online

Go to collegeboard.org/apordering and sign into AP Exam Ordering using your Education Professionals (EPL) credentials.



The screenshot shows the AP Exam Ordering login interface. At the top is the AP logo. Below it is the heading "Sign into AP® Ordering". A subtext explains that AP Coordinators use this service to order exams, create packing lists, and generate invoices, requiring an access code emailed to schools in mid-January. The page is divided into two main sections. The "Sign In" section on the left contains a username field with "jsmith", a password field with masked characters, a "Remember me" checkbox, a "Sign in" button, and links for "Forgot Username?" and "Forgot Password?". The "Don't Have An Account? Sign-Up." section on the right describes the benefits of an account, such as access to score reports and registration reports, and includes a "Sign Up" button.

- If you've already created an account to access AP Exam Ordering, AP Potential, PSAT/NMSQT Ordering, AP Course Audit, or online scores, you should sign in using your preexisting user name and password.
- If not, you will need to create an account.

AP Ordering Landing Page

FOR STUDENTS | FOR PARENTS | FOR PROFESSIONALS

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Welcome to AP Exam Ordering



April 12: Deadline to order exams without incurring a \$55 late fee

April 19: Final Exam ordering deadline

March 19, 2019

Your Info

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Sdp Apo
lhardy@
collegeboard.org
LAFAYETTE HIGH SCHOOL

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View AP Exams

Enrollment and Fee Reductions

- [View Enrollment Data](#)
- [View AP Exam Fee Reductions](#)

Regular Schedule Exams (05/06-05/17)

- [View AP Exam Order](#)
- [View AP Studio Art Exam Order](#)
- [View Braille and Large-Type AP Exam Order](#)
- [View Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts](#)

Late Testing Exams (05/22-05/24)

- [View Late-Testing AP Exam Order](#)
- [View Late-Testing Braille and Large-Type AP Exam Order](#)

Score Reporting Services

- [View Score Labels and Free-Response Booklets](#)

Review And Track Orders

- [View Your Order Status/Track Shipments](#)
- [View Cumulative Order](#)

Internal User

- [Internal Search](#)

Enter Enrollment Data

If you complete these fields, your score reports will include data to help your school gauge the equity and excellence of your AP program.

Enrollment Data

Online AP scores include the AP Equity and Excellence Report, which helps your school gauge the extent to which your AP program is providing equitable and successful AP experiences to your students. In order to calculate the percentages for this score report, we need you to report the total number of 10th, 11th, and 12th grade students in your school. **These totals should include all students in your school, not just AP students.**

If you decide not to provide your enrollment totals, the corresponding fields on your school's AP Equity and Excellence Report will be left blank. If you do not have the enrollment data available at this time, you may enter it at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Grade Level	Number of Students
10 th grade students	<input type="text" value="763"/>
11 th grade students	<input type="text" value="0"/>
12 th grade students	<input type="text" value="0"/>

- Or -

☐ I choose not to enter total school enrollments, so I accept responsibility for the blank data fields that will appear on my school's AP Equity and Excellence Report this summer and in future years. **Note: You may enter or edit your enrollment data at any time during the ordering period by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.**

If you do not have the enrollment data available the first time you log in, you may enter it later by clicking the "Enter Enrollment Data" link on the AP Exam Ordering menu.

Enter the **total** number of students, not just AP students.

AP Ordering Landing Page



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Welcome to AP Exam Ordering



March 14: Deadline to place initial exam order to receive preadministration materials by April 6.

April 4: Deadline to place initial exam order to receive preadministration materials by April 16.

April 13: Deadline to order exams without incurring a \$55 late fee

April 20: Final Exam ordering deadline

February 09, 2018

Your Info

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Apo Internaluser
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collegeboard.org
ROCK RIDGE HIGH SCHOOL

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View AP Exams

Enrollment and Fee Reductions

➤ [View Enrollment Data](#)
➤ [View AP Exam Fee Reductions](#)

Regular Schedule Exams (04/30-05/18)

➤ [View AP Exam Order](#)
➤ [View AP Studio Art Exam Order](#)
➤ [View Braille and Large-Type AP Exam Order](#)
➤ [View Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts](#)

Late Testing Exams (05/23-05/25)

➤ [View Late-Testing AP Exam Order](#)
➤ [View Late-Testing Braille and Large-Type AP Exam Order](#)

Score Reporting Services

➤ [View Score Labels and Free-Response Booklets](#)

Review And Track Orders

➤ [View Your Order Status/Track Shipments](#)
➤ [View Cumulative Order](#)

Internal User

➤ [Internal Search](#)

Request Fee Reductions

You must indicate **before** ordering how many exams will qualify for the fee reduction for low-income students.

An online roster/calculator helps determine the total number of qualifying students and exams.

Providing student names is optional. Only the total number of qualifying students and exams is required.

Step 1: Confirm Need for Fee Reductions

Are any of your students eligible for the AP Exam fee reduction for low-income students?

Yes ☒ No ☐

Please visit [AP Exam Fee Reductions](#) for complete eligibility criteria. Please note that if your school or district participates in the Community Eligibility Provision (CEP), different eligibility criteria may apply.

If yes, continue to Step 2. If no, click [submit](#) at the bottom of this page to continue.

Step 2: Determine the Number of Eligible Students and Exams

To calculate the total number of students and exams eligible for AP Exam fee reduction, you may use the online AP Fee Reduction Roster. **The use of this roster is optional. If you already know the number of eligible students and exams, you may skip to Step 3 to enter your totals.**

The online AP Fee Reduction Roster allows you to keep track of the names of eligible students and the number of exams each student will take. As you enter the information, the roster keeps a running count of your totals.

To access the AP Fee Reduction Roster, [click here](#).

Step 3: Enter Low-Income Fee Reduction Totals

Please enter the total number of students who your school can attest meet the criteria to receive AP Exam fee reductions for low-income students, and the total number of exams these students will take. If you used the online AP Fee Reduction Roster, these totals are already pre-populated.

Note: It is essential that your totals accurately reflect the eligible students and exams at your institution.

Total number of **AP students** that qualify for the AP Exam fee reduction:

Total number of **exams** that qualify for the AP Exam fee reduction:

Step 4: Attest

☐ By checking this box, I attest that the fee reductions requested will be used by students who are eligible to receive [AP Exam Fee Reductions](#). The College Board reserves the right to require additional supporting documentation to confirm that your students meet the eligibility criteria.

Fee Reduction Roster

AP Exam Fee Reduction Student Roster



Instructions:

Please use the roster below to enter the names of students qualifying for the College Board fee reduction. Make sure to also enter how many AP Exams you are ordering for each student. The system will automatically calculate your totals in the "Total # of Qualifying Students" and "Total # of Qualifying Exams" boxes.

[➤ Contact Us](#)

[➤ Help](#)

Please note that the use of this roster is optional. If you already know how many students and exams qualify at your school, click "Cancel" in the bottom right-hand corner of this page to return to the Request AP Exam Fee Reductions page. You will need to enter the total number of students and exams that qualify before you can continue to order. Please note that the College Board reserves the right to require additional supporting documentation to confirm that your students qualify and your totals are accurate.

⚠ **WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

Total # of Qualifying Students:

Total # of Qualifying Exams:

	Student Name	Number Of Exams
1.	<input type="text"/>	<input type="text" value="0"/>
2.	<input type="text"/>	<input type="text" value="0"/>
3.	<input type="text"/>	<input type="text" value="0"/>
4.	<input type="text"/>	<input type="text" value="0"/>
5.	<input type="text"/>	<input type="text" value="0"/>
6.	<input type="text"/>	<input type="text" value="0"/>
7.	<input type="text"/>	<input type="text" value="0"/>

AP Exam Ordering Home Page

Please note that ordering exams for students testing after the standard exam period requires you to order separately using the Order Late-Testing Exams link.

Welcome to AP Exam Ordering



March 8: Deadline to place initial exam order to receive preadministration materials by March 31.

March 29: Deadline to place initial exam order to receive preadministration materials by April 10.

April 7: Deadline to order exams without incurring a \$55 late fee

April 14: Final Exam ordering deadline

January 31, 2017

Your Info

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SCHOOL

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View AP Exams

Enrollment and Fee Reductions

- View Enrollment Data
- View AP Exam Fee Reductions

Regular Schedule Exams (05/01-05/12)

- View AP Exam Order
- View AP Studio Art Exam Order
- View Braille and Large-Type AP Exam Order
- View Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts

Late Testing Exams (05/17-05/19)

- View Late-Testing AP Exam Order
- View Late-Testing Braille and Large-Type AP Exam Order

Score Reporting Services

- View Score Labels and Free-Response Booklets

Review And Track Orders

- View Your Order Status/Track Shipments
- View Cumulative Order

Internal User

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Order AP Exams: Step 1

Indicate whether you want to receive preadministration materials (for orders of 20 exams or more).

To Place a New Order: Enter the number of exams that you would like for each subject in the Create/Change column.

Step 1: Order Preadministration Materials (optional)

Schools ordering at least 20 exams may order materials (answer sheets and AP Student Packs) to conduct a preadministration session. Note: Preadministration materials are included for AP Capstone and AP Computer Science Principles, regardless of the number of exams that are ordered for these courses. During this session, students complete identifying information on their answer sheets, which can save up to an hour on exam day.

Select "Yes" to order these materials, which will be shipped prior to your exam shipment. Note: Once your initial exam order has been processed for shipment, you will not be able to order preadministration materials.

Yes ☐ No ☐

Order AP Exams: Step 2

Step 2: Order Exams

Sort by:

Exam Admin Date/Time ⁺	Exam Title	Create Order	2017 Used/Ordered
May 08/12:00 PM	Art History	<input type="text" value="0"/>	0/ 0
May 14/8:00 AM	Biology	<input type="text" value="0"/>	75/ 78
May 15/8:00 AM	Calculus AB	<input type="text" value="0"/>	109/ 111
May 15/8:00 AM	Calculus BC	<input type="text" value="0"/>	52/ 55
May 07/8:00 AM	Chemistry	<input type="text" value="0"/>	68/ 71
May 10/12:00 PM	Chinese Language and Culture	<input type="text" value="0"/>	0/ 0
May 15/12:00 PM	Computer Science A	<input type="text" value="0"/>	28/ 32
May 11/12:00 PM	Computer Science Principles	<input type="text" value="0"/>	0/ 0
May 16/8:00 AM	English Language and Composition	<input type="text" value="0"/>	157/ 158
May 09/8:00 AM	English Literature and Composition	<input type="text" value="0"/>	32/ 34
May 10/12:00 PM	Environmental Science	<input type="text" value="0"/>	12/ 13

Order AP Exams: Step 3

- Enter the number of students testing.
- Agree to the terms of ordering.

Step 3: Enter Number of Students Testing

Total Number of Students Testing: Total Number of Exams:

Please Note: It is important that you include an accurate count of the total number of students testing, as this number determines how many AP Student Packs your school will receive. **Make sure to include those students who will be using Studio Art, Braille and 14- or 20-point large-type exams, even though these exams are ordered on separate pages.**

Step 4: Review Your Order

- ☐ By checking this box I assert my order is accurate and I understand:
- I cannot change this order once it has been processed for shipment, which could be as soon as 6 p.m. the same day I submit it.
 - I can no longer order preadministration materials after my initial order has been processed for shipment.
 - I will be charged an unused exam fee for each exam that is not used.

Additional Score Reporting Services

- After your exam order is submitted, you will be taken to the “Order Score Labels & Free-Response Booklets” screen.
- Schools can order additional score labels and free-response booklets on this page.
- AP score reports are only available online.

⚠ **WARNING:** For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

Online AP Score Reports

AP teachers, AP Coordinators, and other authorized school and district administrators can view, print, and download AP score reports using the Online Score Reports website. For more information, visit [Online Scores for Schools and Districts](#).

June 1: Deadline for ordering score report labels.

September 15: Deadline for ordering free-response booklets.

The services listed below are optional.

NOTE: Free-response booklets will not be available for exams whose free-response questions are not released on the College Board website two days after the exam administration.

Service	2016 Ordered to Date	2015 Ordered	Fee
AP Score Labels	<input type="text" value="0"/>	1	\$100 per set
Free-Response Booklets	<input type="checkbox"/>	0	\$60: 1-20 booklets \$120: 21-50 booklets \$180: 51-100 booklets \$300: >100 booklets

Your Info [Sign Out](#)

Your Name
Your Email Address
Your School Name

➤ [Update School Information](#)
➤ [Update Personal Information](#)

Changing Your Order

- You may increase or decrease any order that has not yet been processed for shipment.
- You can edit any quantity that appears in the **Create/Change Order** column.
- Orders that have been shipped or processed for shipment appear under the **Shipped** column and cannot be decreased. You can create a supplemental order of these subjects by entering the additional number of exams you need in the **Create/Change Order** column.

WARNING: For your security, the data you enter will be deleted if you do not click "Submit" within one hour.

To avoid costly errors, review [instructions](#), [deadlines](#), and [fees](#) before ordering. Schools are charged an unused exam fee for each exam that is not used.

April 18: Final Exam ordering deadline

To Place a New Order: Enter the number of exams that you would like for each subject in the Create/Change column.

Please Note: Orders that have been processed for shipment appear under "2016 Shipped" and cannot be decreased. To create a supplemental order for these subjects, enter the additional number of exams in the "Create/Change Order" column.

May 19, 2016

Your Info [Sign Out](#)

John Smith
jsmith@southhs.edu
South High School

[Update School Information](#)
[Update Personal Information](#)

Exam Admin Date/Time ⁺	Exam Title	Create Order	2016 Shipped**	2015 Used/Ordered
May 06/12:00 PM	Art History	0 <input type="text"/>	0	0/ 0
May 12/8:00 AM	Biology	0 <input type="text"/>	0	0/ 0
May 07/8:00 AM	Calculus AB	0 <input type="text"/>	0	0/ 0
May 07/8:00 AM	Calculus BC	0 <input type="text"/>	0	0/ 0
May 05/8:00 AM	Chemistry	0 <input type="text"/>	0	0/ 0

Note: This screenshot does not show this year's exam dates.

Checking Your Exam Shipment

-
- You may track the status of your shipment on the AP Ordering website under “View Your Order Status/Track Shipment.”
 - AP coordinators must receive and check exam materials within 24 hours of their delivery in a secure area with only authorized staff present.
 - Contact AP Services for Educators immediately if there are discrepancies in your shipment, or if your materials appear open or damaged.

Ordering Tips

- **Order the correct number of exams:** Schools are charged a \$15 fee for each unused exam, so make sure you talk with both teachers and students to find out how many exams are needed for each course.
- **Order exams for the correct course:** Nine AP subjects (Computer Science, Economics, English, Government and Politics, History, Physics, Spanish, Calculus, and Studio Art) have more than one exam, so make sure you're ordering the right one.
- **Determine if you need extra master CDs:** For AP French, German, Italian, and Spanish Language and Culture Exams and the AP Music Theory Exam, some schools administer the speaking or sight-singing parts of the exams in multiple rooms. If you plan to do this, you should order master double CD sets or sight-singing CDs for each testing room. You'll also need extra master CDs if you have students using accommodations such as extended time that require separate testing rooms.

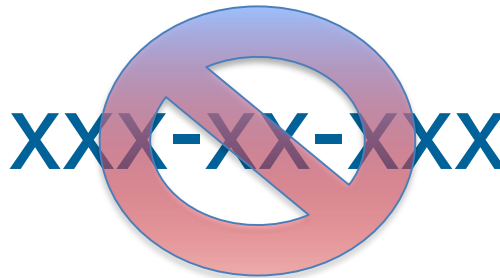
What's New?

2018-2019
and Recent Changes

Advanced Placement

Social Security Numbers

- To protect student privacy, as of July 2018, Social Security numbers will no longer be included in students' score reports.



Assistive Technology Compatible (ATC) Exams for AP

-
- Beginning last year in 2018, and continuing, an ATC version of the AP Exam will be available for most subjects. This version of the exam is designed to be used with screen readers and other assistive technology.
 - If students are approved by the College Board for this accommodation, AP coordinators can order the exams through the AP Ordering website.
 - Visit SSD Online for more information.

See page 62 in the
2018-19 AP
Coordinator's Manual for
details.

- Use the **scannable** forms you receive rather than a photocopy.
- Use a **No. 2 pencil** to complete the forms.

33

Split Shipment

Beginning last year, schools ordering **150 or more regularly-scheduled AP Exams** must return exams using the split shipment program.

See pages 5 and 74-75 in the *2018-19 AP Coordinator's Manual* for details.

MAY 2019	M	T	W	R	F
Week 1	6	7	8	9	10
Week 2	13	15	16	17	18
	20	22	23	24	25

Last day to
return week
1 exams

Last day to
return week
2 exams

- AP coordinators receive a separate set of split shipment return instructions. Exams **must** be returned per these instructions to avoid potential score delays.
- Split shipment does not apply to late-testing.

AP Changes for 2019-2020

Additional details can be found in the 2018-19 AP Coordinator's Manual on pg 6



AP Exam Administration Policies

Confirm Awareness of 2019-20 Changes

Starting in 2019-20, schools will implement new annual processes and have access to new classroom resources and supports. AP Exams will be ordered in the fall via a new registration and ordering system and personalized AP ID registration labels will eliminate the need for preadministration sessions. Teachers and students will receive free course and exam preparation resources, including question banks, personal progress checks, and performance feedback. Information about these changes is available at collegeboard.org/ap2019.

☐ I am aware of the changes to AP Exam registration and ordering and the new classroom resources and supports beginning in the 2019-20 school year. I will help ensure that my school community is aware of and prepared for these changes.

[▶ Contact Us](#)

[▶ Help](#)

[▶ Proceed to Order AP Exams](#)

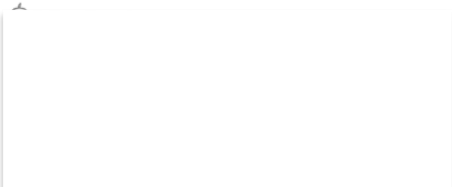
Course and AP Exam Changes

- **AP U.S. Government and Politics:**

- AP U.S. Government and Politics:
This fall, a redesigned AP U.S. Government and Politics course and exam launched. Learn more at collegeboard.org/apusgopo. For details about updates to the format of the exam, see page 47.

AP Chinese and Japanese Exams on CD

- The Fee Reduction/Section Designation Form for AP Chinese and Japanese Exams on CD and the AP Exams on CD Scratch Paper have been moved from the AP Coordinator's Manual.
- The forms are available for download at collegeboard.org/apdownloads



AP World History

Changes for 2019-2020

The current AP World History course and exam attempt to cover 10,000 years of human history—from the Paleolithic Era to the present. In contrast, colleges manage the unique breadth of world history by spreading the content across multiple courses. Because AP World History doesn't do so, a majority of AP World History teachers have told us that they were teaching too little about too much. Students' essay scores on the end-of-year AP Exam have reflected that overwhelming challenge.

In response to these concerns, the **AP World History: Modern** course will begin in 1200 CE starting in the 2019-20 school year. We are committed to offering a course called AP World History: Ancient once we confirm interest among high schools and colleges. [Learn more about this process.](#)

Thank you for your passion, principled feedback, and continued support. We believe this new approach will best serve you and your students, and honor the full, essential story of human history.

Overview of Course and Exam Updates

The Course

Currently	Starting in 2019-20
A course and exam description (CED) is available to help you plan your instruction.	<p>Starting in late May 2019, you'll have access to an updated course and exam description (CED) that more clearly outlines all required course content and defines how that content will be assessed on the exam.</p> <p>Watch a video overview of the updated CEDs.</p> <p>Print copies will be available in easy-to-use, customizable binders in June 2019. Preorder your free copy using the 2019-20 AP Course and Exam Description Preorder Form.</p>

On Exam Day

AP[®]

CollegeBoard

No Borrowing or Lending of AP Exams

-
- Schools are not permitted to borrow or lend exams.
 - Schools that borrow run the risk of administrative errors that could result in the need for retests
 - In the event that AP Services cannot fulfill a time-sensitive order for exams, the school may offer late-testing administration.

AP Student Packs

- These booklets arrive with exam shipments.
- They contain students' unique AP number labels, college codes, and other important information, including details on accessing exam scores at [apscore.org](https://apcentral.collegeboard.org/ap/score).

✓ **Best Practices:**

- Collect and store Student Packs between exam sessions.
- Remind students to hold on to their Student Packs or AP number cards after the exams, as they will need their AP number (or Student ID number) to access score reports and other services.

More information is on page 54 and 55 of the 2018-19 *AP Coordinator's Manual*.

Preparing Exam Rooms

Room setup requirements:

- Students seated at least **five feet** apart (unless scrambled format is used). Distance between students should be measured from the center of one student to the center of the next student.
- All students facing the same direction
- No subject-related information posted on the walls
- Elevated seating: seat students no less than five feet behind one another
- If testing students off-site, ensure that rooms are set up properly prior to the exam administration.
- Control the environment (good lighting and ventilation, quiet location, etc.)

Mandatory Seating Charts

- All schools **must** complete a seating chart for every exam they administer and **retain it for at least six months**. (Your state or district may require you to retain seating charts for a longer period of time.)
 - Schools should not return any seating charts in their exam shipments unless they are required as part of an Incident Report.
 - Having seating charts on file with schools will help expedite an investigation of a report incident should one occur and prevent score reporting delays.
 - Schools may **use either the 11-digit serial number of the exam booklets or students' full names** on the seating charts.
- **More information:** collegeboard.org/APseatingcharts

Security: Exam Room

- **No electronic equipment (cell phone, smartphone, smartwatch, tablet computer, portable listening or recording device (MP3 player or iPod), camera or other photographic equipment, devices that can access the internet, or any other electronic or communication devices) are allowed during the administration or breaks.**
- If a student is found to have a cell phone or any other electronic device, the device must be confiscated, and the student must be dismissed from the testing room. The student's score will be canceled.
- ✓ **Best Practice:** Collect cell phones in paper lunch bags or Ziplock bags at the door to the testing room and either write the student's name on each bag or adhere an AP student label to it.

Exam Security

- If a student posts to any form of social media during the exam, the student's scores will be canceled and no retest will be permitted. After the exam, if a student posts information about unreleased exam content, the student's scores will be canceled and no retest will be permitted.
- Schools that violate security policies will not be permitted to administer AP Exams in the future and may be held responsible for any damages or losses the College Board and ETS may incur in the event of a security breach.
- When the College Board determines that a student's testing experience did not meet the College Board's standards for administering exams — even through no fault of the student — the College Board reserves the right to cancel an AP Exam score.


More Information: Exam security policies and tips for coordinators and proctors will be detailed throughout the *AP Coordinator's Manual*.

Documenting Fee Reductions


Use Option 1

Step One: Fill in the appropriate fee reduction circle on the student's answer sheet in the "School Use Only" section:

- **Option 1:** Low-Income Students (who qualify based on the eligibility criteria for the College Board fee reduction)
- **Option 2:** Non-Low-Income Eligible Students (eligible for subsidies based on state criteria other than the College Board fee reduction policy)



SCHOOL USE ONLY																
Section Number									Fee Reduction Granted							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(1)	Option 1	(2)	Option 2				



This only needs to be done once, regardless of the number of exams a student takes.

Step Two: Enter the number of AP Exams qualifying for fee reductions when you calculate your total amount due online.

Designating Section Numbers

If your school has either a) AP teachers with multiple class sections, or b) multiple teachers teaching the same AP subject, your school and teachers can receive very useful score reports tailored to each section, if, and only if, you do the following:

- Assign each section/teacher a number (1-9) and designate this on students' answer sheets under "School Use Only."
- Be sure to inform teachers of their designated section numbers.
- This feature also helps your school control which teachers see which students' scores.



SCHOOL USE ONLY	
Section Number	Fee Reduction Granted
(1) (2) (3) (4) (5) (6) (7) (8) (9)	(1) Option 1 (2) Option 2

► **More Information** about viewing score reports by section is at collegeboard.org/apsections.

Invoicing and Payments

Step 1: Place June 15 on your calendar and then...

Go to collegeboard.org/apordering and click the link to access AP Exam Ordering.

The image is a screenshot of the AP Central website. A large black rectangular overlay is centered on the page, containing the following text in white, bold, sans-serif font:

BEST PRACTICE:
Set an internal school
deadline to have invoicing
procedures completed PRIOR
to June 15!

The background of the screenshot shows the AP Central website interface. At the top, there is a navigation bar with the CollegeBoard logo and 'AP' on the left, and 'Apo' with a user icon and a search bar on the right. Below the navigation bar, the 'AP Central' title is visible on the left. On the right, there is a dropdown menu for 'AP Coordinators'. The main content area is divided into two columns. The left column contains a sidebar with the following links: 'AP Coordinators' (highlighted with a blue bar), 'Overview', 'Important Changes', 'Annual Calendar & Deadlines', and 'Exam Ordering & Fees'. The right column contains a blue header for 'AP Exam Ordering', followed by a paragraph of text: 'Use [AP Exam Ordering](#) to order AP Exams, create packing lists for return shipments, and generate an invoice. For help using the site, go to [AP Exam Ordering Help](#).' Below this text is a white button with the text 'Sign In'.

Step 2

On the Landing Page, click on the ‘Generate Invoice’ link

Order AP Exams	Return & Pay for Exams
<ul style="list-style-type: none">➤ Enter Enrollment Data➤ Change AP Exam Order➤ Order AP Studio Art Exams➤ Order Braille and Large-Type Exams➤ Order Multiple-Day Testing Exams, Large-Type Exams Greater Than 20-Point, and Scripts➤ Change Late-Testing Exam Order➤ Order Braille and Large-Type Late-Testing Exams➤ Order Score Labels and Free-Response Booklets➤ Request AP Exam Fee Reductions➤ View Your Order Status/Track Shipments➤ View Cumulative Order	<ul style="list-style-type: none">➤ Create/View Packing List Each exam shipment you return must include a completed Packing List.➤ Generate Invoice You will be asked specific questions about fee reduction credits, so have that information on hand before you begin. <div><h3>AP Resources and Tools</h3><ul style="list-style-type: none">➤ AP Insight New! Classroom tools designed by expert teachers to help students succeed.</div>

Step 3

After Reading the instructions, click 'Next' to begin generating your invoice

⚠ Your AP Exam invoice will be electronically submitted to the AP Program. However, you must also print and mail the "Program Copy" of your completed invoice with any payment due to the AP Program. The postmark deadline for returning your invoice with payment is June 15. If you generate your invoice or mail it to the AP Program after June 15, a \$225 late fee will be assessed. Failure to mail a hard copy of your invoice to the AP Program along with your payment could result in late fees, inaccurate crediting of fee reductions to your school's account, and potentially, the inability to order AP Exams next year.

March 20, 2019

Your Info

[Sign Out](#)

➤ [Update School Information](#)

➤ [Update Personal Information](#)

Please note: Some states require schools claiming state fee reductions to send them a copy of this invoice. For states that require a copy of the invoice, a "State Copy" will automatically print out with the state contact information included. You should mail, email, or fax the "State Copy" of the invoice to the state contact provided. Check the [State AP Exam Fee Assistance page](#) for more information on state-specific fee reduction requirements.

Free-response booklet orders and discrepancies found during the exam check-in process are not accounted for in this invoice. Consequently, your school may receive subsequent invoices to be paid upon receipt.

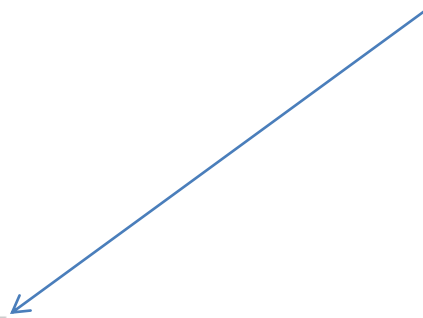
Before You Begin

- Make sure you have all the copies of the Packing Lists you sent in with return exam shipments.
- If you have students who are eligible for fee reductions, make sure the oval for Option 1 or Option 2 is filled in on those students' answer sheets.

Note: Use the "Previous" and "Next" buttons at the bottom of the page to move between screens. **DO NOT** use the forward or back buttons on your browser.

➤ [Cancel](#)

➤ [Next](#)



Step 4: Enter Used and Unused Exam Quantities.

Once data is entered, click 'Next' to move to the next page.

Enter Used and Unused Exam Quantities

Total number of exams ordered: 60

Number of AP Capstone exams ordered: 10

How many of these exams did you use?



Of the used exams, how many were AP Capstone exams?



How many of these exams did you **not** use?



⏪ Previous

Next ⏩

Step 5

Enter Unused & Alternate Exam credit quantities where applicable.

Note: If the Coordinator enters zero for unused exams on the prior page, this page will be skipped

Once entered, click 'Next' to move to the next page.

Enter Unused Exam Credits

Number of unused exams:

2

How many of these unused exams were used as reader copies?

0

How many of these unused exams were replaced by alternate exams?

0

⏪ Previous

Next ⏩

Reader copies are used for students with specific accommodations

Unused exam fees are not charged if a student unexpectedly missed the operational exam administration and instead tested during the alternate window

Step 6: Enter Fee Reductions. Once entered, click 'Next' to move to review and submit your invoice.

Enter Fee Reductions

Number of Used Exams: 58

This is the maximum number of exams eligible for College Board Fee Reductions.

Number of Used AP Capstone Exams: 10

Number of Unused Exams: 2

Option 1 Fee Reduction

College Board Fee Reduction

How many of your used exams were eligible for a College Board fee reduction?

[Click here for more information on AP Exam fee assistance.](#)

Enter the number of used 'low-income' exams that are eligible for a College Board fee reduction. Include the number of AP Seminar and AP Research Exams (AP Capstone) in your total entered here (if applicable).

Of these, how many were AP Capstone exams ?

Of the 20 exams, enter the specific number of 'low-income' AP Seminar and AP Research Exams (AP Capstone) here (if applicable). In this example, 5 of the 20 'low-income' exams were AP Capstone.

⏪ Previous

Next ⏩

Step 7: Review and Submit your Invoice.

 Edit Invoice  Submit Invoice

Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	48	\$85.00	\$4,080.00
A.1 Used AP Capstone exams	10	\$133.00	\$1,330.00
B. Unused exams	2	\$15.00	\$30.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late payment fee	0	\$225.00	\$0.00
Total Fees			\$5,440.00

The number of used Capstone exams entered will appear on line A.1

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$32.00	\$640.00
L. Contractual Credit	0	\$0.00	\$0.00
M. Option 1 Kentucky Fee Reduction	20	\$53.00	\$1,060.00
M.1 Option 1 Kentucky Fee Reduction for AP Capstone	5	\$48.00	\$240.00
N. Option 2 Kentucky Fee Reduction	0	\$0.00	\$0.00
Adjustments:			\$0.00
Total Credits			\$1,940.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$3,500.00

The number of all eligible low-income exams entered will appear on line K and line M.

The number of eligible low-income Capstone exams entered appears on line M.1

Each low-income exam receives a \$32 fee reduction from the College Board, and a \$53 credit from Kentucky. Each low-income Capstone Exam receives an additional \$48 per exam credit from Kentucky, totaling \$101 per Capstone Exam.

 Edit Invoice  Submit Invoice

Step 8: Print your invoice.

[Edit Invoice](#)[Print Invoice](#)

Fees

Items	Quantity	Fee per Item	Total
A. Used exams	48	\$85.00	\$4,080.00
A.1 Used AP Capstone exams	10	\$133.00	\$1,330.00
B. Unused exams	2	\$15.00	\$30.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late payment fee	0	\$225.00	\$0.00
Total Fees			\$5,440.00

Credits

Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$32.00	\$640.00
L. Contractual Credit	0	\$0.00	\$0.00
M. Option 1 Kentucky Fee Reduction	20	\$53.00	\$1,060.00
M.1 Option 1 Kentucky Fee Reduction for AP Capstone	5	\$48.00	\$240.00
N. Option 2 Kentucky Fee Reduction	0	\$0.00	\$0.00
Adjustments:			\$0.00
Total Credits			\$1,940.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$3,500.00

[Edit Invoice](#)[Print Invoice](#)

Take Note! New Address!

You must print and mail the "Program Copy" of your invoice with any payment due to the AP Program by June 15.

To print your invoice, click the "Print Invoice" button on this page.

Payment should be made payable to "AP Exams" and mailed with your invoice to:

College Entrance Examination Board
P.O. Box 21535
New York, NY 10087-1535

This address will be listed on the printed copy of the invoice.

Please note that an additional "School Copy" for you to retain for your records will also print out.

It is not necessary to mail a copy of the invoice to the Kentucky Department of Education, so no "State Copy" of the invoice will print out.

Step 9: Send the “Program Copy” of the Invoice to the AP Program with any payment due

AP Exam Invoice: Program Copy

3/20/2019 17:15

Make check payable to **AP Exams** and mail this invoice with payment **by June 15th, 2019** to:
College Entrance Examination Board
P.O. Box 21535
New York, NY 10087-1535

Please note that the published deadline for schools to submit their invoices is **June 15, Kentucky also has same June 15 deadline that must be met. Different from 2018.**

AP Coordinator Name: _____

Phone: _____

AP Coordinator Email: _____

Check Number: _____

This invoice cannot be processed if the following information is not provided. Please sign all copies.

I verify that all of the information provided is accurate to the best of my knowledge.

Signature _____		Print Name _____	
Fees			
Items	Quantity	Fee per Item	Total
A. Used exams	48	\$85.00	\$4,080.00
A.1 Used AP Capstone exams	10	\$133.00	\$1,330.00
B. Unused exams	2	\$15.00	\$30.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
Total Fees			\$5,440.00

Credits			
Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$32.00	\$640.00
L. Contractual credit	0	\$0.00	\$0.00
M. Option 1 Kentucky Fee Reduction	20	\$53.00	\$1,060.00
M.1 Option 1 Kentucky Fee Reduction for AP Capstone	5	\$48.00	\$240.00
N. Option 2 Kentucky Fee Reduction	0	\$0.00	\$0.00
Adjustments			\$0.00
Total Credits			\$1,940.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$3,500.00

In order to receive reimbursement, you **DO NOT** have to send a state copy of your invoice to KDE-just to the AP Program.

Step 10: Retain the School Copy for your records

AP Exam Invoice: School Copy

3/20/2019 17:15

AP Coordinator Name: _____

Phone: _____

AP Coordinator Email: _____

Check Number: _____

I verify that all of the information provided is accurate to the best of my knowledge.

Signature

Print Name

Fees

Items	Quantity	Fee per Item	Total
A. Used exams	48	\$85.00	\$4,080.00
A.1 Used AP Capstone exams	10	\$133.00	\$1,330.00
B. Unused exams	2	\$15.00	\$30.00
C. Late Testing Exam surcharge	0	\$45.00	\$0.00
D. Exam Orders placed after the Extension Deadline	0	\$55.00	\$0.00
E. Score Labels	0	\$100.00	\$0.00
F. Late-payment fee	0	\$225.00	\$0.00
Total Fees			\$5,440.00

Credits

Items	Quantity	Credits per Item	Total
G. Payments			\$0.00
H. Unused Exams Used as Reader Copies	0	\$15.00	\$0.00
I. Credit for exams replaced by alternates	0	\$15.00	\$0.00
J. Credit for Late Testing Exam surcharge	0	\$45.00	\$0.00
K. College Board fee reductions	20	\$32.00	\$640.00
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M.1 Option 1 Kentucky Fee Reduction for AP Capstone	5	\$48.00	\$240.00
N. Option 2 Kentucky Fee Reduction	0	\$0.00	\$0.00
Adjustments			\$0.00
Total Credits			\$1,940.00
AMOUNT YOUR INSTITUTION OWES THE AP PROGRAM			\$3,500.00

KDE Processes for Reimbursement

Fee Reductions

KDE will not reimburse public schools for low-income students-they will cover the following amounts and directly work with College Board. Schools are NOT required to send KDE a copy of their invoice.

- \$53 per AP Exam
- \$101 per AP Seminar Exam and AP Research Exam

KY Computer Science Initiative

Reimbursement: Change from 2018 AP Exams

ONLY for Schools Participating in the CS Initiative

- Exam fees for students who are **FRPM eligible will be paid by the Commonwealth directly to College Board per the agreement.**
- For schools participating in the CS Initiative, there **will not** be reimbursement for AP CSP Exams by KDE for non-FRPM students.

What Your School Must Do to Get Reimbursed

Your school's AP coordinator should take the following steps.

Before the exams-when ordering:

- Determine the total number of students in your school who are eligible for fee reductions for low-income students.
- Determine the total number of exams they will take.
- Enter these numbers on the AP Exam Ordering website before ordering exams.

How to Ensure Your AP Low- Income Exams are covered by KDE

Your school's AP coordinator should take the following steps.

After the exams:

- Fill in the "Option 1" circle on each qualifying student's registration answer sheet.
- When generating your invoice online, enter the total number of exams taken by qualifying low-income students.
- **Ensure you complete the invoicing process by June 15th or the department cannot guarantee payment of the AP Low-Income Exams.**
- For more information, visit:
<https://education.ky.gov/educational/AL/ap/Pages/default.aspx>, or contact **Teri Mason**, Kentucky Department of Education, 300 Sower Blvd., 5th Floor, Frankfort, KY 40601; **phone: 502-564-1979 ext. 4344**; **email: teri.mason@education.ky.gov**

Rebates for Schools

Checks sent to AP
Coordinator, payable to
the school, in November

- \$250 for schools giving 150–499 exams
 - \$500 for schools giving 500–749 exams
 - 1,000 for schools giving 750–999 exams
 - \$1,500 for schools giving 1,000–1,999 exams
 - 3,000 for schools giving 2,000 or more exams
-
- School rebates are based on the number of exams given during the most recent exam administration.

Best Practice Tips

Preadministration Session

- Save up to 30 minutes per exam session by requiring all AP students to complete the personal identification section of their answer sheets in a session you conduct before exam day.
 - Choose the preadministration option when you order your exams: You will need to receive your answer sheets, AP Student Packs, and other materials early.
 - Not all students need to complete preadministration materials at the same time.

More information:

- Ordering deadlines and delivery dates are on page 19 of the 2018-19 *AP Coordinator's Manual*.
- ▶ Go to collegeboard.org/apcoordinator to download a PowerPoint presentation you can use during preadministration sessions to ensure accurate bubbling (available in the spring).

AP Coordinators

[Overview](#)[Important Changes](#)[Annual Calendar & Deadlines](#)[Exam Ordering & Fees](#)[Preparing for Exam Day](#)[Exams Requiring Special Prep](#)[On Exam Day](#)[After the Exams](#)[Resource Library](#)[● AP Coordinator Tutorial](#)[AP Coordinator Comment Form](#)

AP Coordinator Tutorial



Below is a series of brief videos designed to give you an overview of your responsibilities before, during, and after the AP Exam administration. Throughout the tutorial, we let you know exactly where to go for further details.

1. The Basics



2. Getting Started



3. Ordering



4. Preparing for the Exams



5. On Exam Day



6. After the Exams



7. Exams Requiring Special Preparation



8. What's New?



Pulling It All Together:

Master Schedule

-
- ✓ **Best Practice:** Create a chart or spreadsheet that records:
 - Name of AP Exam
 - Number of students testing
 - Number of students with disabilities who will be testing with accommodations (e.g., braille or large-type exams)
 - Room assignments
 - Proctor assignments
 - Time allocation
 - Equipment needed

 - ▶ Download the spreadsheet for proctor scheduling and room organization at collegeboard.org/apdownloads.

Don't Forget!

- Read, read, and reread the AP Coordinators Manual!
- Review Resources for Coordinators at AP Central:
http://apcentral.collegeboard.com/apc/public/ap_coordinators/resource_library/index.html
 - Download the Preadministration PPT
- Sign up for the AP Coordinator Community:
https://apcommunity.collegeboard.org/web/ap_coordinators
- Breathe!

Questions?

AP Services

Phone: 877-274-6474

- **AP Guidance for Kentucky-Specific Questions**
 - **Dr. Damien Sweeney, KDE**
 - damien.sweeney@education.ky.gov
- **AP Invoicing for Kentucky**
 - **Teri Mason, KDE**
 - teri.mason@education.ky.gov
- **College Board**
 - **Gia Kaul, Director, K12**
 - gkaul@collegeboard.org